



Instrumental Music Lessons – Senior School Regulations and Guidelines

The Music Department is able to arrange music lessons for girls for all standard orchestral and band instruments as well as for piano, guitar, voice and percussion. The cost of this tuition for the academic year 2020-2021 is £195.00 for ten 30 minute lessons or £291.50 for ten 45 minute lessons. Pupils may also choose to have shared lessons if a suitable partner can be found and the cost of this is £106.50 for ten 30 minute lessons. Thirty lessons are given during the course of the school year but these are normally distributed unevenly between the three school terms, as the autumn term is usually the longest.

ATTENDANCE

Pupils from Years 7 to 11 attend their instrumental lessons on a strict rota basis. This means that each week the pupil misses part of an academic lesson or part of a break, lunchtime or assembly time. The instrumental lessons are at a different time each week in order to ensure minimum disruption. Sixth Form students use their free periods for instrumental lessons.

It is the pupil's responsibility to ensure that she knows on which day and at what time her next lesson is. Each student has an instrumental record card which shows when her lessons are to be held, and weekly lesson times are displayed on the noticeboard in the Music Department. Teachers may also write lesson times in the student's notebook, **or** arrange lessons by email or telephone. In all cases this is done in advance and pupils are expected to excuse themselves from their subject lessons at least **48** hours before their instrumental lessons. If a pupil fails to do this, she may be refused absence from class and payment will be expected for the music lesson missed.

If a pupil needs to re-arrange a music lesson time, this must be done **directly with the instrumental teacher**, in most cases by email, ensuring that at least 3 days' notice is given. Lessons missed through a student's absence or non-attendance are charged for, unless the circumstances, in the teacher's opinion, warrant a special concession. Lessons cancelled by the teacher are always carried forward or the fee refunded. Instrumental teachers do not timetable pupils for a lesson when there are school trips or other important school events, provided that the pupil advises the teacher well in advance of such dates. If a pupil should be ill or unexpectedly absent from school, it would be a courtesy to contact the teacher as soon as possible.

INVOICES

Parents are normally sent a bill before the start of each series of ten lessons. Bills are sent direct to parents **by their daughter's instrumental teacher** and settlement should be made directly to them and **not** to the school. Invoices must be settled within 7 days.

TERMINATION OF LESSONS

Parents who wish to terminate lessons at the end of a series of ten lessons must give written notice by the fifth lesson of that series. This written notification should be sent to both the instrumental teacher and the Director of Music.

MUSICAL INSTRUMENTS

Musical instruments brought into school should be kept in the instrument store in the Music House and should be clearly labelled with the owner's name and address. Parents are responsible for the insurance of instruments in and out of school.

Finally, there are two opportunities each year for you to receive feedback on your daughter's musical progress, at the Instrumental Teachers Parents' Evening, which usually takes place in late January, and through a written report issued at the end of the summer term. Parents should feel happy to contact either the instrumental teacher or the Director of Music at any time to discuss their daughter's progress, particularly if they feel any concern.

These regulations and guidelines are designed to facilitate the smooth running and general effectiveness of the instrumental teaching programme. We do find that once pupils are used to checking the notice board and excusing themselves from classes, there are few problems. Please do not hesitate to contact the Director of Music at any point if you have any queries.

Hire of Musical Instruments

We have a number of school instruments available for hire at a cost of £26.50 per term. We have a good supply of all stringed and brass instruments, plus a limited number of flutes, clarinets, saxophones, oboes and bassoons. Several local music shops also operate hire and buy schemes for all instruments.

If you wish your daughter to have individual music tuition in school **please read and retain the Regulations and Guidelines**, then complete the attached application form and return it to school as soon as possible.

Mr A Bradley - Director of Music